



**Garfield County**  
**Fair Vendor Contract**  
**Fair Dates September 15, 16, 17, 2023**

The Garfield County Fair Board welcomes you to the fair. Please read, fill out, sign all forms and return to the WSU/Garfield County Extension Office, 757 Main Street, Pomeroy, WA 9934, as early as May 1, 2022. Please note that we have a limited number of spots available, and when filled our application process will come to a close.

**Food Handler Permits**

The Garfield County Health Department has stated that there must be at least one person in your booth at all times, with a current Food Handlers Permit. Food Handler Permits must be obtained 15 days prior to the Fair Event. The Vendor is required to have on file with them all Food Handler Permits. The Health Department also request that gloves be worn by all food handlers. You will need to be available on Friday of fair for a booth inspection by the Health Inspector. If you have any questions, please call the Garfield County Health Department at 509.843.3412.

**Insurance**

All Commercial/For Profit Food Vendors are required to submit a copy of insurance or bond in the amount of no less than \$1 million, listing Garfield County as an additional insured. Please contact Adam Hodges, Obenland and Low Insurance, 509.843.1497, [ahodges@obenlow.com](mailto:ahodges@obenlow.com) with any questions. It is recommended that Non-Food Vendors carry insurance but not required. Please return your certificate with your completed Vendor Packet to the WSU/Garfield

County Extension Office, 757 Main Street, Pomeroy, WA 99347, or mail to PO Box 793, Pomeroy, WA 99347, as soon as possible to reserve the vendor booth.

### **Vendor Responsibility**

The County/Fair Board shall provide standard electricity if available on the premises. The Fair shall provide garbage containers to dispose of waste/garbage. It is the sole responsibility of the Vendor to put garbage in dumpsters. The Vendor is responsible for breaking down all cardboard boxes and disposing of them in the dumpster. The Vendor shall leave the premises in the condition in which it was prior to occupancy, including but not limited to removal of: Grease, Garbage, Staples, Tacks, and Tape, etc. The Vendor is not allowed to make any alteration to the premises. The Vendor will not operate any engine, motor, or machinery on the premises without prior consent of the Fair Board. The Vendor will not use any burning oil/fluids, kerosene, gasoline, naphtha or other flammable materials for mechanical or other purposes. This is a family event, no selling of novelties in bad taste or similar novelty items are allowed on the fairgrounds. The Vendor shall maintain and operate the premises in a first class manner and shall keep the premises in a safe, clean, orderly and inviting condition at all times. All foods, beverages, confections, and products to be sold shall be of high quality, wholesome and pure, and must conform in all respects to all Federal, State and local laws, ordinances and regulations. The service shall be prompt, clean, courteous and efficient. Vendor Concession employees shall be clean, neat in appearance, and courteous to all persons on the fairgrounds. Improper language such as: swearing, lewd suggestions, loud/boisterous, improper actions, or lewd conduct are prohibited. If the Vendor/Concession, employees violate this rule, the Vendor/Concession and their employees will be asked to pack up and leave the premises immediately.

### **Minimum Hours:**

Minimum hours for **Non-Food Vendors:**

9:00 AM to 5:00 PM, Friday

9:00 AM to 7:00 PM, Saturday

9:00 AM to 4:00 PM, Sunday

These hours may be extended, but please maintain the minimum. There will be a Teen Dance in the Food Court area either Friday or Saturday night, as well as entertainment in the Grandstand area. Please ensure you have adequate staff.

Minimum hours for **Food Vendors:**

10:00 AM to 5:00 PM, Friday

10:00 AM to 7:00 PM, Saturday

10:00 AM to 3:00 PM Sunday.

These hours may be extended, but please maintain the minimum. There will be a Teen Dance in the Food Court area either Friday or Saturday night, as well as entertainment in the Grandstand area. Please ensure you have adequate staff and food supplies.

**Cost:**

**Non-Food Vendors:**

The cost of a booth is \$35.00. Please make checks payable to Garfield County Treasurer and mail in as soon as possible with your signed contract. Your payment along with your signed contract will reserve your space.

**Food Vendors:**

Your cost is 15% of your Net Sales. Please Make checks payable to Garfield County Treasurer and drop off at the Fair Office window before leaving the fair by 5:00 PM or deliver to the WSU/Garfield County Extension Office, 757 Main Street, Pomeroy, WA, 99347, or mail to Garfield County Fair, ATTN: Monica Bartlow, PO 793, Pomeroy, WA 99347. **PAYMENTS ARE DUE ON OR BEFORE OCTOBER 1, 2023.**

**Commercial Vendor /Non-Food**

**I HAVE READ THE VENDOR/CONCESSION CONTRACT and agree to the terms.**

Business Name: \_\_\_\_\_

First, Last Name of Business Owners or Group Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

Please list the items you would like to sell, ride or entertainment you will be bringing to the Fair.


Do you have insurance coverage for your items for all three days?

YES \_\_\_\_\_ NO \_\_\_\_\_

Electrical Requirements needed: 120 Volt \_\_\_\_\_ 240 Volt \_\_\_\_\_

Do you require Water? YES \_\_\_\_\_ NO \_\_\_\_\_

**By signing below, the parties agree to the terms and conditions of the entire content of this contract as well as verify the information listed to be current and accurate. In case of default, all fees paid are non-refundable. Cancellations must be made at least sixty (60) days in advance of Fair dates for a refund to be considered.**

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**If this application is for any type of ride or entertainment, proof of insurance is required with this application. Please return completed forms as soon as possible to, the WSU/Garfield County Extension office, 757 Main Street, Pomeroy, WA 99347, or mail to: Garfield County Fair, Attn: Monica Bartlow, PO Box 793, Pomeroy, WA 99347. If you have any questions or require further information, please contact Monica Bartlow, 509.843.3701.**

## Vendor Food and Beverage Concessions Application

I HAVE READ THE VENDOR/CONCESSION CONTRACT and agree to the terms.

Business Name: \_\_\_\_\_

First, Last Name of Business Owners or Group Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_

Please list the items you will be bringing to the Garfield County Fair.

_____	_____
_____	_____
_____	_____
_____	_____

Electrical Requirements needed: 120 Volt \_\_\_\_\_ 240 Volt \_\_\_\_\_

**By signing below, the parties agree to the terms and conditions of the entire content of this contract as well as verify the information listed to be current and accurate. In case of default, all fees paid are non-refundable. Cancellations must be made at least sixty (60) days in advance of Fair dates for a refund to be considered.**

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE PROVIDE PROOF OF INSURANCE COVERAGE WITH THIS APPLICATION.**

**Please return completed forms as soon as possible to, the WSU/Garfield County Extension office, 757 Main Street, Pomeroy, WA 99347, or mail to: Garfield County Fair, Attn: Monica Bartlow, PO Box 793, Pomeroy, WA 99347. If you have any questions or require further information, please contact Monica Bartlow, 509.843.3701.**

**Other Accommodations:**

There is dry camping available at the fairgrounds. The cost is \$30.00 for the three days. Your three-day Vendor Pass is \$30.00 for up to 4 workers. Both can be purchased in advance and will be mailed out to you. Please indicate how many passes you will need. Checks can be made out to **Garfield County Treasurer.**  
**Please return along with your Vendor Fee and signed contract and your passes will be mailed out to you.**

<input type="radio"/> Non Food Vendor Fee	\$ 35.00
<input type="radio"/> Dry Camping Fee:	\$ 30.00
<input type="radio"/> 3-Day Commercial Vendor Pass:	<u>\$ 30.00</u>
Total Due:	\$ _____

\_\_\_\_\_  
Vendor Signature                      Date

\_\_\_\_\_  
Garfield County Fair                      Date

**Friendly Check List!**

- Completed Application**
- Insurance**
- Temporary Food Permit**
- Hold Harmless Agreement**